



State of Idaho

Department of Administration
Division of Public Works

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May 26, 2006

REQUEST FOR QUALIFICATIONS

TO: ENGINEERS

FROM: Tim Mason, Administrator
Division of Public Works

A handwritten signature in black ink, appearing to read "Tim Mason", written over a horizontal line.

SUBJECT: REQUEST FOR PROPOSALS
DPW PROJECT NO. 07-224
INCREASE STEAM LINE CAPACITY-HEAT PLANT TO 8th STREET
Idaho State University
Pocatello, Idaho

Proposals will be received at the Division of Public Works, 502 N. 4th Street, Boise, Idaho, until June 1, 2006 at 5:00 p.m. for furnishing design services to the State of Idaho.

Questions that arise as a result of this Request for Proposals should be addressed to:

Jim Szatkowski, PE, Project Manager
Division of Public Works
P. O. Box 83720, Boise ID 83720-0072
502 N. 4th St., Boise ID 83702 (overnight packages)
(208) 332-1905

Program clarification and additional data may be requested from ISU Project Manager, Gary Blanchard, telephone (208) 282-3570 or blangary@isu.edu.

The proposer must be a licensed engineer in the State of Idaho.

DESCRIPTION OF PROJECT

The project is to install the following three major components:

1. **STEAM LINE:**

- i. Approximately 1,800 linear feet of new 8" 100# steam line and appropriate condensate line to connect the Heat Plant and 8th Street in existing tunnel. The new line will run parallel to existing 10"->8" line.

REQUIRED SERVICES

The State is requesting proposals for complete design services including observation during construction, installation, start-up and periodic review through one complete heating season. The Engineer will be responsible for Schematic Design, Design Development, Construction Documents, Bidding Assistance and Construction Observation.

A total project budget of \$931,500.00 has been established to include construction, design fees, contingencies and tests.

A relatively complete construction cost estimate will be required following the Design Development Phase and must be updated at each additional phase.

The Engineer shall make a minimum of one (1) presentation to the Permanent Building Fund Advisory Council and shall comply with all building and boiler codes and shall include energy efficiency, and building maintenance efficiencies in the design.

The Engineer will be required to conduct progress meetings at least monthly with the Project Manager and ISU representatives for the purpose of providing a written report regarding the previous month's progress and future plans. Such monthly meetings will show funds expended in the completion of the project and specific accomplishments related to the completion of the project. During the bidding phase, the engineer will conduct the pre-bid meeting following DPW procedures, prepare the bidding documents and distribute them to interested bidders, and structure the bid package to stay within the required budget amounts. During the construction phase the Engineer will monitor the progress of the project, conduct at least monthly progress meetings with the DPW Field Representative, ISU representatives and the contractors working on the project. The Engineer will review all the requirements for a DPW project covered in the "Instructions for Architects and Engineers" on the DPW web site (<http://www2.state.id.us/adm/pubworks>).

The Engineer shall produce the following major written products for review by the State and/or Permanent Building Fund Advisory Council (PBFAC).

1. A preliminary report to the Division of Public Works and the Agency after Schematic Design services have been completed.
2. A Design Development Report and update to the Division of Public Works, Agency and the PBFAC, prior to beginning Construction Documents, along with recommended project budget.

3. A final report at the conclusion of the Construction Document Phase to the Division of Public Works, Agency and PBFAAC for any additional input and final acceptance.

PROPOSAL CONTENT

- A. **Basic Qualifications:** Provide basic data relative to firm's size, history, personnel, special expertise and general credits. Individual resumes, awards, associations, etc., may be included. Office brochures should be submitted separately as supplemental data. Specifically identify the firm's makeup as to sole proprietorship, partnership, professional corporation and any relationships that include joint ventures, associations or other special or unique relationships. Indicate if the firm is a subsidiary of any other firm or if the firm or principals operate or participate in other professional firms.

The Division of Public Works reserves the right to investigate and confirm the proposer's financial responsibility. This may include financial statements, bank references and interviews with past consultants, employees and creditors. Unfavorable responses to these investigations are grounds for rejection of proposal.

- B. **Specific Qualifications:** List the team expected to accomplish this work including anticipated consultants. Describe who will perform the various tasks, the amount of their involvement and responsibilities, and give their qualifications. Provide a list of at least five (5) projects, with brief descriptions, which show ability to complete projects of this scope.
- C. **Approach to Project:** Include a statement of your approach to this specific project, including design philosophy, understanding of program, alternative concepts and methods for consideration. Limit to two pages.
- D. **Past Performance:** Submit reference letters from prior clients or client representatives. Letters from projects listed in item B are preferable. In addition, past performance comments will be obtained from DPW and Agency staff.
- E. **Examples of Work:** Renderings, photographs, preliminary drawings, working drawings and specifications may be submitted as examples of your work. For Engineers who have done work for the Division of Public Works in the past three years, a reference to the project or projects should be made.
- F. **Special Requirements:** Provide information regarding specific involvement with this project or a special expertise in this type of project. Examples are: design of original building or phase, preliminary studies or programming of this project, special training or experience in this type of installation.
- G. **Format:** To assist evaluation it is desirable to format the proposal similar to the headings listed above. The proposals should be clear and to the point. Emphasis should be placed on specific qualifications of the people to actually perform the project and the approach to designing this specific project. Performance on past projects with the State of Idaho and other clients is a highly important factor. Submit copies of the proposal and one each of other data i.e. examples of work.

EVALUATION

An evaluation committee consisting of persons from the Division of Public Works, Agency and Others will rank the proposals, and at least three, but not more than five firms will be selected for personal interviews.

After interviewing the selected candidates, the evaluation committee will re-rank the proposals to determine the final point score.

AWARD

Based on the results of the proposals and interviews, the Division of Public Works will recommend a course of action to the PBFAC at their next meeting. If recommended, a notice of intent to negotiate will be issued by the Division of Public Works, Department of Administration in accordance with prescribed procedures.

PROPOSED DATES

Receive Proposals	June 21, 2006
Oral Interviews (if required)	June 28, 2006
Selection Review by PBFAC	July 11, 2006
Negotiate Contract	July, 2006
Preliminary Design presentation to PBFAC	September 6, 2006
Final Construction Documents	November 1, 2006

SELECTION

The State will attempt to select a firm at the next Permanent Building Fund Advisory Council meeting. Upon selection of a firm, the State will issue a letter of intent. However, final award is contingent upon the successful negotiation of a contract.

The contents of the proposal may be used in a legal contract or agreement. Proposer's should be aware that methods and procedures proposed could become contractual obligations.

The State reserves the right to reject any or all proposals received as a result of this request.

The State may also negotiate separately with any source in any manner necessary to serve the best interests of the State of Idaho. Awards will be made on the basis of proposals resulting from this request and subsequent interviews.